

Bay-Arenac ISD
4228 Two Mile Road
Bay City, MI 48706
(989) 667-3232

Request for Proposal
Multifunction Printing/Duplicating Equipment

December 9, 2008

GENERAL CONDITIONS

The Bay-Arenac ISD is soliciting proposals from qualified firms for MFP/Duplicating equipment.

The following Request for Proposal (RFP) is being provided to you for your consideration. To be considered for this engagement, your firm must meet the qualifications and satisfy the requirements set forth in this RFP.

Bruce Curtiss
Director, Administrative Services
Bay-Arenac ISD
4228 Two Mile Road
Bay City, MI 48706
989.667.3232

Completed proposals must be received at the address noted above by **2:00 p.m. on Wednesday, January 7, 2009**. Proposals must be submitted in an envelope that is clearly marked "MFP/Duplicating Equipment Bid". Proposals submitted by facsimile will not be accepted.

Although cost will be an important factor in awarding the contract, the school district is not obligated by any statute or regulation to award the purchase solely on the basis of cost. Accordingly, the school district reserves the right to evaluate all proposals objectively and subjectively and to accept or reject any or all proposals or portion thereof. Additionally, the district reserves the right to negotiate changes in services with the firm determined to have submitted the proposal that is in the best interest of the district. (See *Method of Evaluating Proposals*)

It is to be understood that this RFP constitutes specifications only for the purpose of receiving proposals for product and does not constitute an agreement for that product. It is further expected that each bidder will read these specifications with care. Failure to provide requested information or meet certain specified conditions may invalidate the proposal(s).

The information contained herein is believed to be accurate, but is not to be considered in any way as a warranty.

All questions and correspondence should be directed to Bruce Curtiss at the address noted above or by telephone. In order to assure consistency of information provided regarding this RFP, contact with Bay-Arenac ISD personnel other than Mr. Curtiss is discouraged and may be grounds for elimination from the selection process.

WITHDRAWAL OF PROPOSALS:

Proposals shall remain valid for a period of sixty (60) days after submission. Modifications to proposals will not be accepted by the district, except as may be mutually agreed upon following the acceptance of the proposal.

TIME TABLE:

1. Release of RFP on or about December 9, 2008.
2. Proposals due at 2:00 p.m. on Wednesday, January 7, 2009.
3. Bids will be opened at 2:15 p.m. on Wednesday, January 7, 2009.
4. Board of Education action on Monday, January 19, 2009.
5. Notification to all firms as soon as possible after January 19, 2009.
6. Delivery of new machines by January 30, 2009.

ISD INFORMATION:

Bay-Arenac ISD is soliciting bids for replacement of existing mfp/duplicating equipment to meet the needs of our District. The machines will be placed in six different buildings and connected to our district-wide network. Currently we are seeking up to four (4) building copiers with an option to buy six (6) additional, one (1) color copier and four (4) smaller mfp/duplicating machines. This equipment will be evaluated separately. The selected vendor(s) shall configure, supply, final connect, test, document and warrant all machines. This is a turn-key package. The district is not responsible for any omission, failure to detect a requirement or any other necessary condition that would impair operation of the machine. The bid price shall include removal of all installation and setup debris. The vendor(s) will not use the district's dumpsters for the disposal of any packaging.

The pricing preferred by the district is for the full cost of use of the equipment, maintenance, supplies (excluding paper), and any other costs required for operation of the equipment. Please provide both the purchase cost information for each machine and the cost under a 3-year term capital lease agreement.

The vendor will also provide two ½ days, per machine, training users at the time of installation and be available for an additional day of training as needed for follow-up training. In addition vendor will initially provide up to one day technical training, at a prescheduled date, to install any necessary network software. Vendor will also provide at no additional cost technical assistance or a helpline to resolve issues arising after successful installation.

MFP/DUPLICATING EQUIPMENT SPECIFICATIONS:

All equipment with the following specifications:

- Network Solution, full capability in hardware, software as part of this contract without the need for additional purchases for at least 3 years
- Platforms: Windows, Mac OS, AS400, PDF
- Duplexing for all functions
- Digital Scanner
- Three paper trays (minimum)
- Magnification 25% up to 300%
- Sorter/Finisher will include stapling
- Equipment will be all new
- References must be submitted with the bid package
- Must be able to send documents from any computer and request all duplicating/finishing features

Up to ten (10) black & white machines, as building copiers, with the following additional specifications:

- Output between 45 and 55 pages per minute
- Ram 1GB (minimum), 2GB desired
- Faxing
- Scan to e-mail capable
- Bypass tray
- Paper size 5 1/2" x 8 1/2" up to 11" x 17"
- Must have electronic document tracking or pass code feature, preferably for all functions. Machine usage tracking information should be captured on the network or downloadable to a pda or laptop computer.

One color machine with the following additional specifications:

- Output between 25 and 35 pages per minute
- Monthly estimated volume under 2500 impressions
- Ram 1GB (minimum), 2GB desired
- Faxing
- Scan to e-mail capable
- Bypass tray
- Paper size 5 ½ x 8 ½ up to 8 ½ x 14
- Must be able to print on stock up to 70#
- Must be capable of printing on multiple finishes including gloss stock
- Must have electronic document tracking or pass code feature, preferably for all functions. Machine usage tracking information should be captured on the network or downloadable to a pda or laptop computer.

Four black & white machines with the following additional specifications:

- Output between 25 and 35 pages per minute
- Monthly estimated volume under 5000 impressions
- Ram 1GB (minimum), 2GB desired
- Faxing
- Scan to e-mail capable
- Bypass tray
- Paper size 5 ½ x 8 ½ up to 8 ½ x 14
- Must have electronic document tracking or pass code feature, preferably for all functions. Machine usage tracking information should be captured on the network or downloadable to a pda or laptop computer.

METHOD OF EVALUATING PROPOSALS

Proposals will be evaluated with a strict emphasis on quality of service and delivery of product. Each category will be evaluated and awarded separately. After the technical qualities have been evaluated, cost and other considerations will be evaluated. Once all factors have been evaluated, the vendor that is most qualified and reasonable in cost will be selected for recommendation to the Board of Education.

MFP/DUPLICATING EQUIPMENT PROPOSAL FORM

Please complete and return this proposal form with any additional information you feel is necessary to help us evaluate your firm. **Proposals are due by 2:00 p.m. on Wednesday, January 7, 2009.**

Proposal for building copiers

1. Total purchase cost for each machine, to include delivery, setup and any other miscellaneous charges : _____
2. Total 3 year term agreement cost for each machine, to include delivery, setup and any other miscellaneous charges: _____
3. Monthly maintenance fee with supplies (excluding paper) for each machine:

4. Guaranteed service response time: _____
5. Make and Model of MFP/Duplicating Machine: _____

Proposal for color copier

6. Total purchase cost for each machine, to include delivery, setup and any other miscellaneous charges : _____
7. Total 3 year term agreement cost for each machine, to include delivery, setup and any other miscellaneous charges: _____
8. Monthly maintenance fee with supplies (excluding paper) for each machine:

9. Guaranteed service response time: _____
10. Make and Model of MFP/Duplicating Machine: _____

Proposal for black and white copiers

11. Total purchase cost for each machine, to include delivery, setup and any other miscellaneous charges : _____
12. Total 3 year term agreement cost for each machine, to include delivery, setup and any other miscellaneous charges: _____
13. Monthly maintenance fee with supplies (excluding paper) for each machine:

14. Guaranteed service response time: _____
15. Make and Model of MFP/Duplicating Machine: _____

Name of Vendor _____

Address: _____

Telephone: _____

(Please Type or Print) Name of Person in Charge of Account

Title

Signature

Date